

POLICY: PROVIDER REAPPROVAL FOR WAIVER SERVICES

POLICY STATEMENT: It is the policy of the Bureau of Developmental Disabilities Services (BDDS) that approved providers must meet the specified requirements for reapproval in order to continue to offer services to individuals. The Division of Disability and Rehabilitative Services (DDRS) must have a signed Provider Agreement on file for all approved providers.

DETAILED POLICY STATEMENT

1. DDRS will conduct a review of approved providers prior to the expiration of a provider's one (1) or three (3) year approval.
2. DDRS will evaluate the following criteria for reapproval purposes:
 - a. CERT survey;
 - b. current accreditation status, when applicable;
 - c. complaint investigations;
 - d. incident reports;
 - e. any outstanding compliance issues with FSSA, Indiana State Department of Health, Indiana Department of Revenue, Adult Protection Services, Child Protection Services, Indiana Secretary of State, or any other State or federal agency; and
 - f. any other information DDRS deems necessary.
3. When DDRS issues a notice of reapproval, the provider will receive a letter indicating a term of one (1) or three (3) years with explicit instructions indicating that the reapproval is contingent upon the provider returning the signed Provider Agreement within thirty (30) days of receipt. The provider must also maintain proper enrollment through the Office of Medicaid Policy and Planning (OMPP) enrollment process. OMPP provider enrollment is a separate process overseen by OMPP.
 - a. A provider will be required to return signed a Provider Agreement at least once every three years.
 - b. If a provider fails to return a Provider Agreement within thirty (30) days of receipt, the provider has failed to meet the requirements for reapproval.
4. If the provider fails to meet the requirements for reapproval, the provider will receive a letter indicating that the provider is under a six (6) month probationary approval and may be referred to the DDRS Sanctioning Committee.
 - a. During the six (6) month probationary period, the provider must show:
 - i. all incidents, sentinel events, and/or complaints open past the acceptable timeframes have been closed;

- ii. all systemic problems have been identified, addressed, and corrective action plans are in place and operational; and
 - iii. compliance with any DDRS order resulting in sanctions.
 - a) If a provider fails to comply with any of the above requirements, the Sanctioning Committee may recommend that the Director terminate the provider's approval.
5. All provider reviews under this policy will go before BDDS Provider Relations for final reapproval decisions.

Administrative Review:

1. To qualify for administrative review of a DDRS order, a provider shall file a written petition for review that does the following:
 - a. States facts demonstrating that the provider is:
 - i. a provider to whom the action is specifically directed;
 - ii. aggrieved or adversely affected by the action; or
 - iii. entitled to review under any law.
 - b. Is filed with the director of DDRS within fifteen (15) days after the provider receives notice of the sanctioning order.
2. Administrative review shall be conducted in accordance with IC 4-21.5-3-7.

DEFINITIONS

"BDDS" means Bureau of Developmental Disabilities Services as created under IC 12-11-1.1-1.

"CERT" means Compliance Evaluation Review Tool, which is used by BQIS to assess provider compliance by evaluating provider documentation.

"DDRS" means the division of disability and rehabilitative services as established by IC 12-9-1-1.

"Provider" means a person or entity approved by DDRS to provide an individual with agreed upon services.

REFERENCES

IC 12-9-2-3
IC 12-11-1.1-1
IC 12-28-5

DDRS Policy Manual
Policy Number: BDDS 460 0316 042

Date Effective: March 16, 2012
Provider Reapproval

Sanctioning Committee
Incident Reporting & Management
Complaint Investigations
BQIS Complaints

Approved by: Shane Spotts, DDRS Deputy Director

A handwritten signature in black ink, appearing to read 'S. Spotts', with a stylized flourish at the end.

